



INSTITUTE for EDUCATION and the ARTS
Education Alive!

BUILDING BETTER FROM THE INSIDE OUT

June 2, 2006

Americans for the Arts Preconference

Creating Common Ground: Arts Education Practice and Policy

Involving the Community in Developing and Supporting Arts Education in Your Community

1. Know your purpose and goals for establishing a local advisory group.
2. Select a local coordinator – the one who *really* does the work. *You can have co-coordinators in practice, but officially have only one.*
3. Develop a broadly inclusive and representative local advisory or steering committee.
 - a. Importance of involving the community in the advisory group - to build broad-based awareness and support in the community.
 - b. Make a particular point of identifying and including individuals and groups that are not typically or regularly involved in education and arts discussions and/or involved in discussions of improving schools and community. **GO BEYOND THE USUAL SUSPECTS.**
 - c. Seek suggestions for the members of the advisory group from those in the community who know parts of the community you do not.
 - d. **DO NOT BE AFRAID** to think of including on your list and asking well-known, involved and importantly placed people. **NO ONE IS TOO IMPORTANT OR NOT IMPORTANT ENOUGH.**
 - e. Include an outside or third party perspective in developing the committee and inviting the prospective members
 - f. Use key community contacts to invite other key prospective members.
4. Select a chairperson of the group.
 - a. Pick someone who is recognized as a leader in the community.
 - b. Pick someone who can run a meeting.
 - c. Do not expect the chair to do much work outside of the meeting.
5. Developing goals for the committee to guide the work of the committee – with their input and response.

6. Keep the tasks requested within the range of what the committee members can easily do within the scope of the work and activities they already do.
 - a. Get as much work done at meetings as possible.
 - b. Use email.

7. Time commitment
 - a. Use committee members time well at the meeting
 - b. Hold meetings only as needed – and work through email and conference call when possible.
 - c. Target your requests for their time to specific requests within their scope of work and interests.

8. Keep them updated and share results.

9. Feed them and thank them